

Microsoft WORD Part 2

Objectives:

- Learn how to adjust document layout using Page Setup.
- Learn multiple ways to select text.
- Learn how to work with two documents open.
- Learn to apply bullets, numbers, and indentation.
- Learn to use Copy/Paste and Cut/Paste and the Clipboard.
- Learn to insert page breaks, tables, page numbers, dates, and symbols.
- Learn about Print and Print Preview.



Word Part 2 - Tips

1. To show all menu and toolbar items, click on **Tools → Customize** and uncheck the box for “Standard and Formatting toolbars share one row” and the box for “Menus show recently used commands first”; then click on Close.
2. Adjust page Margins and paper orientation using **File → Page Setup**.
3. To show Invisible characters, click on the **Show/Hide ¶** toolbar icon.
4. **Selecting:**
 - Drag over text while holding down left mouse button to select several words at once. Note that you can drag the mouse up or down to select other lines. Be sure to start at either the end or the beginning, but not in the middle.
 - If you select the wrong area, immediately un-select it by clicking anywhere in the document.
 - Double-click within a word to select the entire word.
 - Triple-click within a paragraph to select entire paragraph.
 - Move cursor into left margin until it turns into an arrow pointing up and to the right, and then click to select entire line. You can drag up or down to select several lines at once.
 - To select a LONG area of text, first select a little bit at one end. Then hold down the **Shift** key while you click at the other end.
 - Select ALL the text with **CTRL + A**, or menu items **Edit → Select All**.
5. To insert special characters, click on **Insert → Symbol**.
6. To insert today’s date, click on **Insert → Date and Time**.
7. Set automatic formatting using **Tools → Autocorrect Options**

Three-Step Procedure To Format or Edit An Area Of Text:

1. Select area to be changed
2. Click on change(s).
3. Click mouse anywhere on document to un-select area.

Procedure For Cut/Paste or Copy/Paste:

Cut or Copy:.	Paste:
1. Select the text you want to cut or copy (to select, click and drag the Mouse through the text).	1. Use Mouse to click where you want the text to go.
2. Click the Edit Menu button	2. Click the Edit Menu button
3. Click on Cut or Copy	3. Click on Paste